

This announcement must be posted on unit bulletin boards until the day following the closing date

TECHNICIAN VACANCY ANNOUNCEMENT

Pennsylvania Army and Air National Guard

Announcement
Number
309-05

APPLICATIONS MUST BE FORWARDED TO: PENNSYLVANIA NATIONAL GUARD Dept of Military & Veterans Affairs ATTN: TAGPA-HRO-ST Annville, Pennsylvania 17003-5002 Comm: 717-861-8108/8340 DSN: 491-8108/8340 Comm FAX: 717-861-8216 DSN FAX: 491-8216 TECHNICIAN VACANCIES 1-800-TECH-AGR APPLICATIONS MUST BE RECEIVED BY: 14 November 2005 IN ORDER TO RECEIVE CONSIDERATION		OPENING DATE 14 Oct 05	CLOSING DATE 14 Nov 05							
POSITION TITLE, PDCN, GRADE, & SALARY RANGE COMPUTER ASSISTANT 80298000 ~INDEFINITE~ GS-0335-07 \$35,663.00 - \$46,362.00 "PCS" Statement See Reverse POSITION MAY LEAD TO PERMANENT ASSIGNMENT WITHOUT FURTHER ADVERTISEMENT ACCESSIONING WILL NOT OCCUR UNTIL INCUMBENT VACATES										
POSITION LOCATION Pennsylvania Air National Guard 111th Fighter Wing 1151 Fairchild Street Willow Grove ARS, Pennsylvania 19090-5300		APPOINTMENT STATUS <table><tr><td><input type="checkbox"/></td><td>Officer</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Excepted (Dual Status)</td></tr><tr><td><input type="checkbox"/></td><td>Competitive (Non-Dual Status)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Enlisted</td></tr></table>	<input type="checkbox"/>	Officer	<input checked="" type="checkbox"/>	Excepted (Dual Status)	<input type="checkbox"/>	Competitive (Non-Dual Status)	<input checked="" type="checkbox"/>	Enlisted
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AREAS OF CONSIDERATION (Applicants will <u>not</u> be considered if the category requirement is not met.) <table><tr><td><input checked="" type="checkbox"/></td><td>CATEGORY I – RESTRICTED. Qualified, currently employed technicians working at the location specified in the job announcement at which the vacancy exists.</td></tr><tr><td><input checked="" type="checkbox"/></td><td>CATEGORY I – UNRESTRICTED. Qualified, currently employed technicians of the Pennsylvania National Guard.</td></tr><tr><td><input checked="" type="checkbox"/></td><td>CATEGORY II – Qualified members of the Pennsylvania Army or Air National Guard or other individuals who are willing to become members of the PA National Guard.</td></tr></table> (Applicants will be referred in sequential order: Category I – Restricted; Category I – Unrestricted; Category II.)			<input checked="" type="checkbox"/>	CATEGORY I – RESTRICTED. Qualified, currently employed technicians working at the location specified in the job announcement at which the vacancy exists.	<input checked="" type="checkbox"/>	CATEGORY I – UNRESTRICTED. Qualified, currently employed technicians of the Pennsylvania National Guard.	<input checked="" type="checkbox"/>	CATEGORY II – Qualified members of the Pennsylvania Army or Air National Guard or other individuals who are willing to become members of the PA National Guard.		
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SELECTIVE PLACEMENT FACTORS / POSITION SENSITIVITY Must possess or qualify for APPROPRIATE security clearance for the position.										
REPromOTION CONSIDERATION (Applies to <u>technician</u> applicants only.) Technicians who have been demoted from this or a higher grade previously held in the same occupational series without personal cause and who are not in a grade retention status will be given consideration for repromotion. Technicians who believe they are entitled to such consideration should forward a description of the circumstances with their application. Technicians eligible for repromotion will be considered prior to using competitive promotion procedures, except when another technician has a statutory or regulatory right to be placed in or considered for the position.										
NATIONAL GUARD MEMBERSHIP STATUS Employment in this position requires concurrent military assignment to a compatible military position in the Pennsylvania <u>AIR</u> National Guard in one of the following military occupational specialty (MOS) codes or Air Force specialty codes (AFSC): ENLISTED: AFSC 3AXXX, 6FXXX EMPLOYMENT IN THIS POSITION ALSO REQUIRES MEETING CONDITIONS OF EMPLOYMENT OUTLINED IN NGB TPR 300 (302.7).										
APPLICATION PROCEDURES Individuals who meet the basic qualification requirements may apply by submission of a completed, originally signed and currently dated OF 612 (Optional Application for Federal Employment) or a RESUME . Pamphlet OF 510 (Applying for a Federal Job) may be used as a guideline. In addition, a HRO FM 6 (Military Service Background) is required by every applicant. Applicants who are not in a full-time unit support status (i.e. technician or AGR) must also submit a SF 181 (Race/National Origin Identification) with their application. All forms are available at National Guard installations, from the Human Resources Office (HRO), and online. Completed applications must be forwarded to the HRO address indicated above. A separate application is required for each announcement for which you are applying. Do not attach position descriptions (PD's). Applications received after the closing date specified above will not be considered. AGR application forms (HRO FM 55 / NGB 34-1) will not be accepted when applying for technician announcements.										

The Pennsylvania National Guard is an Equal Opportunity Affirmative Action Employer

BRIEF DESCRIPTION OF DUTIES

Plans, organizes, and administers the computer systems through the entire financial management function. Serves as the primary source of expertise on matters regarding automated computer programs. Works with supported users in performing various automated financial management systems concepts. Interfaces with NGB and DFAS financial personnel and on-base computer managers. Serves as the financial management representative on the local computer systems working group to assure that all computer needs are met. Serves as the computer facility manager responsible for the overall operation of computer support in the financial management office. Participates in small computer support programs providing guidance to end-users at all levels. Works with other support personnel to train financial management functional end users on the use of office automation computers local and wide area networks, and other financial automated tools. Researches and compiles data within the Financial Management Branch to resolve issues and to improve processes within the Comptroller Activity. Plans, develops, and conducts on-the-job on computer systems for MF personnel, and outside office personnel. Performs other duties as assigned.

EVALUATION FACTORS

A. Candidates will be evaluated on the basis of appropriate education, experience, training, self-development activities, and special awards. Candidates are considered on the basis of available information on their current application and supporting information which has been provided to this office. To insure full consideration, applicants are urged to submit information about their training, self-development, outside experience, activities, and awards. National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with the actual number of months the member has been in the National Guard.

B. Ineligible / not qualified applicants will be notified by letter from the HRO.

QUALIFICATIONS – GENERALIZED EXPERIENCE

Experience, training, or education which demonstrates the applicants ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work.

QUALIFICATIONS – SPECIALIZED EXPERIENCE

Application must indicate **12 months** of experience and/or training which demonstrate knowledge, skills, and abilities in areas directly related to the position.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA's)

1. Knowledge of the mission, objectives, terminology, and management practices in the financial management activity and the unit.
2. Knowledge of various Financial Management systems/other financial management automated systems.
3. Knowledge of computer systems, system software programs, and electronic mail systems.
4. Knowledge of remote operating procedures, codes, and abbreviations.
5. Knowledge of policies, regulations, manuals, and precedents used to implement and manage the various automated financial programs.
6. Knowledge of automated accounting and budgeting systems to reconcile errors.
7. Ability to participate in the development and implementation of software training.

INDEFINITE: Currently employed permanent technician selected will occupy these positions as a Promotion NTE or Reassignment as appropriate in their present status. Employment status pertains to applicant nominated, who is not a currently employed permanent technician. Indefinite appointments **do not** acquire permanent status and **do not** serve a trial period. Indefinite appointments may be separated when their services are no longer needed or when funding is no longer available via a 30-day termination notice.

PCS STATEMENT: PERMANENT CHANGE OF STATION COSTS **WILL NOT** BE PAID FOR THIS POSITION.

READVERTISEMENT OF TECHNICIAN VACANCY ANNOUNCEMENT #196-05

FOR ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT. CONSIDERATION FOR PLACEMENT AND EVALUATION OF QUALIFICATIONS WILL BE MADE ON A FAIR AND EQUITABLE BASIS WITHOUT REGARD TO POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, OR AGE, AND WITH PROPER REGARD FOR THEIR PRIVACY AND CONSTITUTIONAL RIGHTS. ALL QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY.